ICs and RIs

Project team agrees
to produce document

↓

Lead author prepares electronic Topic
Concept Memo/Approval; forwards both in
one file to branch secretary (POA)

↓

Branch sec'y (POA) enters in lab Research and
Admin database; enters record number on Topic
Concept Memo/Approval form and forwards
electronically to Section Chief

↓

Section Chief reviews Topic Concept
Memo/Approval for: 1) work substantially
complete; 2) media/forum appropriate;
3) approval form complete; approves or
disapproves request → Disapproved -
Returns to author
with feedback

Approved – forwards electronically to Branch Chief

↓

Branch Chief reviews Topic Concept
Memo/Approval and
approves/disapproves → Disapproved -
Returns to Section
Chief with feedback

Approved – forwards electronically to lab OD Deputy
Director's Secretary

↓

Lab OD reviews Topic Concept
Memo/Approval and
approves/disapproves request → Disapproved -
Returns to Branch
Chief with feedback

Approved – forwards App to Prepare electronically to
Branch Secretary (POA)

↓

Lab OD forwards Topic Concept
Memo electronically to Assoc.
Director for Mining and Construction → Disapproved - Returns to
lab OD with feedback

Approved

↓

Assoc. Director for Mining and Construction
reviews Topic Concept Memo

Approved

↓

Assoc. Director for Mining and Construction
forwards Topic Concept Memo to lab OD

↓

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                    │
                    ▼
┌──────────────────────────────────┐
│  Lab Director presents Topic     │
│  Concept Memo to NIOSH Lead Team │
└──────────────────────────────────┘
                    │
                    ▼
┌┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┐
┊  Approved by NIOSH Lead Team     ┊
└┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┘
                    │
                    ▼
┌──────────────────────────────────┐◄──────┐
│      Author(s) write document    │       │
└──────────────────────────────────┘       │
                    │                       │
                    ▼                       │
┌──────────────────────────────────┐       │
│  Section Chief reviews paper to  │       │
│  ensure clarity, technical       │───────┘
│  correctness, data accuracy,     │  Problems
│  conclusion justified            │
└──────────────────────────────────┘
                    │  Approved
                    ▼
┌──────────────────────┐         ┌──────────────────────┐
│  Branch Chief reviews│         │  Returns with feedback│
│  paper for policy    │────────▶│  to Section Chief for │
│  issues              │ Problems│  reconciliation       │
└──────────────────────┘         └──────────────────────┘
                    │  Approved
                    ▼
┌──────────────────────┐  red   ┌──────────────────────────┐
│  Lab Assoc. Director │ ─────▶ │  Reviewers determined at │
│  for Science         │        │  time Topic Concept Memo │
│  coordinates sending │        │  is written. **Must**    │
│  manuscript out for  │        │  have minimum of 2       │
│  technical review    │        │  external and 1 internal │
└──────────────────────┘        │  reviewer; statistical   │
                    │           │  reviewer if data        │
                    ▼           │  presented; MSHA         │
┌──────────────────────┐        │  reviewer if content may │
│  Author reconciles   │        │  have impact on current  │
│  **all** reviewer    │        │  or pending regulations; │
│  comments & writes   │        │  external NIOSH reviewer │
│  letters to reviewers│        │  if potential impact on  │
│  addressing their    │        │  other NIOSH projects    │
│  comments            │        └──────────────────────────┘
└──────────────────────┘
                    │
                    ▼
┌──────────────────────────────────┐
│  Author prepares *Final          │
│  Manuscript Package* (Routing    │
│  and Transmittal Slip,           │
│  Publication/Presentation        │
│  Clearance Form CDC 0.576, the   │
│  manuscript as sent for          │
│  technical review, the review    │
│  forms with comments, author     │
│  replies to reviewer comments,   │
│  and the final manuscript)       │
└──────────────────────────────────┘
                    │
                    ▼
┌──────────────────────────────────┐
│  Section Chief reviews *Final    │
│  Manuscript Package* to ensure   │
│  **all** reviewer comments have  │
│  been addressed                  │
└──────────────────────────────────┘
                    │  Approved
                    ▼
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                    ▼
        ┌───────────────────────┐
        │   Branch Chief reviews │
        │ Final Manuscript Package│
        └───────────────────────┘
                    │ Approved
                    ▼
        ┌───────────────────────┐
        │ Branch Chief - forwards Final │
        │ Manuscript Package to   │
        │ Technical Writer/Editor for │
        │        editing          │
        └───────────────────────┘
                    │
                    ▼
   ┌─────────────────────────────────────┐
   │ Technical Writer/Editor - forwards Final Manuscript │
   │ Package back to Branch Chief for final content review │
   └─────────────────────────────────────┘
                    │
                    ▼
   ┌─────────────────────────────────────┐
   │ Branch Chief – after final content review, forwards │
   │    Final Manuscript Package to Lab OD            │
   └─────────────────────────────────────┘
                    │
                    ▼
        ┌───────────────────────┐
        │ Lab OD reviews Final Manuscript │
        │ Package to ensure all reviewer │
        │ comments have been addressed, │
        │ policy, correct number and types │
        │ of reviewers; generates OD │
        │     Transmittal Form       │
        └───────────────────────┘
                    │ Approved
                    ▼
        ┌───────────────────────┐
        │ Assoc. Director for Mining and │
        │ Construction reviews package for │
        │ technical content and policy │
        └───────────────────────┘
                    │ Approved
                    ▼
        ┌───────────────────────┐
        │ Assoc. Director for Mining and │
        │ Construction forwards package to Assoc. │
        │ Director for Health Communications │
        └───────────────────────┘
                    │────────────►  Package includes OD Transmittal
                    │               Form, manuscript, review forms
                    │               and reviewer comments, and
                    │               author responses
                    ▼
        ┌───────────────────────┐
        │ Assoc. Director for Health Communications reviews │
        │ package for Look/Feel – cover photo(s), etc. │
        └───────────────────────┘
                    │ Approved
                    ▼
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                          │
                          ▼
        ┌──────────────────────────────────┐
        │  Manuscript sent from Assoc. Director │
        │ for Health Communications to Printing │
        │  & Distribution for layout and author's │
        │              proof                 │
        └──────────────────────────────────┘
                          │
                          ▼
        ┌──────────────────────────────────┐
        │  Author reviews proof; if approved, │
        │     manuscript is published         │
        └──────────────────────────────────┘
                          │
                          │              ┌──────────────────────────────┐
                          ├─────────────▶│  PDF of manuscript sent from  │
                          │              │ Printing & Distribution to Mining │
                          │              │        Web Coordinator         │
                          │              │        for web posting         │
                          │              └──────────────────────────────┘
                          ▼
        ┌──────────────────────────────────┐
        │ Publication information entered into │
        │        NIOSHTIC2 database          │
        └──────────────────────────────────┘
```